

APPLICATION FOR CERTIFICATE OF OCCUPANCY

Alamo Heights, Texas, _____ 20____

CITY OF ALAMO HEIGHTS, TEXAS,

The undersigned, in accordance with provisions set out in the City of Alamo Heights Code of Ordinances, hereby applies for a Certificate of Occupancy, for the business shown below:

Name of Business: _____ Phone No. _____

Address & Location of Business in Building, if more than one business in the building: _____

Business owner's name and address: _____

Alternate phone number of business owner: _____

Manager's name and alternate phone number: _____

Names, addresses, and phone numbers of all partners or owners:

Please attach a **copy of your sales tax permit** to this application. Unless your permit is attached, indicating that the business is in the City of Alamo Heights, or the following is completed, your certificate of occupancy cannot be issued.

If no taxable sales will be made by this business, please indicate here what the type of business will be, and what types of sales will be handled by this location. _____

Also, please note that Texas law requires that "a person shall render for taxation all personal property used for the production of income that he owns or that he manages and controls as a fiduciary on January 1" (Texas Property Tax Code, Section 22.01). Forms for rendering personal property (furniture, fixtures, equipment, etc.) can be obtained by calling Bexar Appraisal District Personal Property Division at 224-2432, or by downloading them from the State Comptroller's website at www.window.state.tx.us/taxinfo/taxforms/02-forms.html. These forms must normally be filed with Bexar Appraisal District between January 1 and April 15 of each year.

The undersigned (jointly and severally if more than one) for himself or themselves and his or their successors, assigns, heirs, and legal representatives, understand and agree that the above information is true and correct. If there are changes to management or ownership of the business, I understand that I am responsible for contacting the City Administrator in writing at 6116 Broadway, Alamo Heights, TX 78209. I acknowledge that I am responsible for applying for any permits (building, electrical, plumbing, health or fire) that may be required by law (City Engineer 826-0516 for information).

I also acknowledge that I am responsible for rendering any personal property with Bexar Appraisal District.

Dated this _____ day of _____ 20____

Signature of owner _____